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29 June 1950

MEMORANDUM FOR: Acting Chief, [redacted]
Chief, [redacted]
Chief, [redacted]
Acting Chief, [redacted]
Chief, [redacted]

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SUBJECT: Allotment Account Charges, Fiscal Year 1951

1. In order to eliminate some of the confusion which existed during the past fiscal year regarding charges to the various allotment accounts, the following will be used as a general guide by employees of the Services Division in the coming fiscal year 1951:

ITEM

ALLOTMENT ACCOUNT

TRANSPORTATION

1. Travel (Except unvouchered)

Branch to which traveller is assigned.

2. Transportation of equipment, supplies, or materials purchased f.o.b. point of origin

Same allotment account as the purchase of such equipment, supplies or materials. (Under this procedure transportation of items purchased for stock would, of course, be chargeable to the Stock Account.)

3. Transportation of equipment, supplies, or materials to field stations, [redacted]

Field Station concerned.

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POSTAGE STAMPS

1. Postage Stamps (Stocked by Supply Branch, formerly handled by Fiscal Division)

Stock Account

TELEPHONE AND TELETYPE SERVICE

1. All charges for telephone services in Washington area (Including rental of switchboard, connects, disconnects, installations, service charges, long distance calls, private telephone lines, and telephone directories)

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3. Teletype equipment and services

Office requiring same.

4. Teletype paper,

Stock Account.

SPACE - RENTAL, UTILITIES, MAINTENANCE, REPAIR, MOVES, ETC.

1. All utilities and rental of all office, warehouse and garage space

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Garage are to be considered in the Washington area.)

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2. Rents and utilities for field installations. (This includes

Field Installation concerned.

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3. Renovations, alterations, repair, and maintenance of all office, warehouse and garage space in the Washington area. (Including the

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25X1A6A

4. Renovations, alterations, repair and maintenance of field instal-

Field Installation concerned.

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5. Laborers and trucks on reimbursable basis from GSA.

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6. Guards on reimbursable basis from GSA.

I&SS.

FORMS

1. All standard and agency forms

Stock Account.

2. IBM and other special forms

Office requiring same.

MEDICAL SUPPLIES AND EQUIPMENT

(See CIA Administrative Instruction No. 70-2 dated 3 January 1950.)

BOOKS, NEWSPAPERS, MAGAZINES, AND RELATED PUBLICATIONS

Publications Expense (611-107)

These will be charged to the Library, OCD, unless otherwise specially provided for.

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EXECUTIVE TYPE EQUIPMENT

1. Class "A" and "B" Property.

Stock Account.

STANDARD OFFICE FURNITURE, EQUIPMENT AND SUPPLIES

- * 1. Stationery and routine standard common-use office supplies carried in stock, *excludes:* (To include stencils and ditto paper).

Stock Account.

REPRODUCTION BRANCH Supplies

- * 2. Standard common-use office furniture, and equipment carried in stock. (Including safe filing equipment, time stamps, adding machines, calculating machines, dictating and transcribing machines)

Stock Account.

* *Revised Catalog of standard items to be released*

NON-STANDARD OR SPECIAL EQUIPMENT, SUPPLIES OR MATERIALS

1. Reproduction Supplies carried in stock for use by Reproduction Branch. (Including mimeograph paper).

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2. Reproduction and photographic equipment. (Including Davidson and Multilith Presses, Microfilm Machines, Cameras, Mimeograph Machines, and Ditto Machines).

Office requiring same. (To be charged to Reproduction Branch only when requested for use in that Branch.)

3. IBM and other special typewriters.

Office requiring same.

4. Rental of special equipment or business machines.

Office requiring same.

5. New Plates for time stamps and installation thereof.

Office requiring same.

6. Special supplies, equipment, and materials required for operation of a particular activity. Examples are listed as follows:

Activity requiring same.

- 25X1A6A a. Fork lifts and other warehouse type equipment required at

- 25X1A6A b. Lumber and other packing and crating supplies required at

- 25X1A6A c. Tools required in carrying on operations at (including tools required in Typewriter and Furniture Repair Shops).

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7. Purchase or construction of special type equipment to meet needs of a particular office (such as tables, cabinets, etc., specially constructed by GSA).

Office requiring same.

REPAIRS TO OFFICE FURNITURE AND EQUIPMENT

1. Repair of standard common-use office furniture and equipment. (Including safe filing equipment, time stamps, adding machines, calculating machines, dictating and transcribing machines.)

General Equipment Repair Account.

2. Repair of reproduction and photographic equipment.

Office requiring same.

3. Repair of special/^{or non-standard} equipment in use by an activity.

Activity requiring same.

4. Repair of all typewriters (Including IBM).

General Equipment Repair Account.

5. Repair of Class "A" and "B" Equipment.

General Equipment Repair Account.

6. Furniture and Typewriter parts required by Furniture and Typewriter Repair

General Equipment Repair Account.

25X1A6A Shops,

7. Binding of Rugs (both new and used).

General Equipment Repair Account.

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SUPPLIES, EQUIPMENT AND SERVICES FOR NATIONAL SECURITY COUNCIL

Supplies, equipment and services requested for the National Security Council will continue to be charged to NSC as in the past.

2. Purchases made by field offices will be charged to the field office concerned.

3. Amendments to the above will be issued by this office at such time as changes occur or other items are to be added.

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Chief, Services Division

CONCURRED IN:

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Budget Analyst

Date

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